

## **MVAC MINUTES – APRIL 14, 2004**

The meeting was held on April 14, 2004 at the Division of Wildlife. Larry Wegrzyn started the meeting at 9:03 am.

In Attendance: Gene Stroh – DOHE CSU, Dave Monson DOC, Linda Sumrall – DOR Lottery, Cher Threlkeld – DOW, Mary Anne Kramer – CBI, Ray Nelson – DOIT Telecommunications, Ronni Hunter – DOR Gaming, Michael Stadler – DOHE UNC, Russ Wilcox – DOHE UCCS, Karen Neuschwanger – CDOT, Roger Friedrich – DOHS, Mercedes Schwall – DONR Parks, Bryan Flansburg – DOHE CU Boulder, Patti Hughes – DOHE CU Boulder, Paula Neal – DONR Oil & Gas, Fred Trujillo – DOL, Bob Septon – DOR Lottery, Nestor Lujan – DOR Drivers License, Karen Griggs – CSP, Kyle Shelton – CSP, representing State Fleet – Larry Wegrzyn, Bob Schley, Terry Sisneros and Ken Hausauer.

There will not be a presentation today.

A sign up sheet will be passed around to sign up for Department presentations.

### **Updates**

- FY05 Replacements – Final – the replacement list was sent by email to the Fleet Coordinators. The list will need to be finalized by April 23, 2004. Decision items for FY06 have to be together in early May 2004. Vehicles you do not want replaced in FY05 need to be pulled from the list in order for them to show up on the FY06 candidate list. All the vehicles on the list are non-general fund vehicles except CSP. Verify loan terms.
  - Certificate of Participation (COP) auction was successful. Raised a little over \$5 million to purchase vehicles in the late cycle of FY04 and the first half of FY05. The interest rate is around 3%. The interest rates had moved up slightly in the past few weeks.
  - It was asked if attachments were approximately the same price as on the existing vehicle. Yes, the cost is figured at approximately the same. The price for the new vehicle was based on the existing data, if the vehicle had an attachment this was figured in. If the new vehicle does not need an attachment, the cost will be lowered. Sometimes attachments can be removed from the old vehicle and placed on the new one. This depends on the make and model of the vehicles. SFM hopes to have a better process in place for attachments and term changes before this goes for Legislative approval.
  - Is there any problem with getting the information on the FY05 list back to Ron Clatterbuck by April 23, 2004? None.
  - SFM thinks the FY06 list may not be limited to just non-general fund, this will have to be confirmed. This will make the list quite large.

- Specialized Equipment – example, when ordering a snowplow you need to order the snowplow package on the appropriate vehicle. This may have a budget/cost impact.
- Undercover Rotations Between Agencies – set up a sub-committee. There is a lack of vehicles for undercover replacements. The sub-committee of Ronni Hunter, Bob Schley, Cher Threlkeld and Kyle Shelton will get together for discussion after the meeting.
- End of Year – internal change, COFRS close is being moved to one week later, July 15, 2004. SFM billing is set for July 1, 2004. This can be changed to July 8, 2004. The MVAC agreed the July 1, 2004 date is the best. Agencies need to get odometer readings in early for June. Reading needs to be accurate for end of year utilization report. Has online odometer entry been beneficial? The general consensus agrees it has been helpful.
- Fuel Issues –
  - The average retail price for fuel is \$1.79 per gallon. Our cost is around \$1.40 per gallon after taxes taken out. A \$.10 increase in fuel is about \$400,000 per year for Fleet. King Soopers offers fuel discounts when using your King Sooper card with the Wright Express card. Loaf 'N' Jug is also accepting the King Sooper card with the Wright Express card if it is a Conoco. SFM will send out an announcement and procedures. Using State Fuel pumps whenever possible will also save in fuel costs.
  - Wright Express (WEX) – SFM has noticed some problems with authorization limits. SFM had to reset authorization limits for vehicles that had higher limits than the SFM default. Wright Express had reset all the limits to the default. The only place to view the authorization limits is in CARS, this cannot be seen on WEX on-line. WEX Customer Service cannot see the limits either. SFM encourages drivers to have a backup payment just in case it is needed. CSP had an issue regarding a lost fuel card. The driver called WEX to cancel the lost card. He was told he could not cancel the card, but could cancel the PIN #. He did not cancel the PIN #, this would have cancelled all of CSP's PIN #'s. SFM will check into this. If you need a reimbursement, the agency will reimburse the driver and SFM will then reimburse the agency. Submit the receipt, listing amount of fuel, license plate number and an explanation for reimbursement.
  - State Gas Pumps – there is not a list of State gas pumps. There are pumps at the DCS Motor Pool (Sherman Street – Alley), DOHS through the garage supervisors – GJRC, Ft. Logan, Pueblo State Hospital with a passkey. DOHS can set up a passkey. SFM will comprise a list of State fueling sites. Please contact SFM if you have a fueling site, who the contact person is, and whether it's available to all state vehicles.
- Utilization – (handout) Utilization Distribution – Concept Iteration. Need to maintain credibility with the utilization codes that are in use now. SFM will be starting a Process Audit on April 27, 2004. The auditors may be looking for potential abuses and of Utilization codes and how SFM monitors the process. Large numbers of changes in utilization, such as a vehicles being a 5C until May and then changing to a 1A or 1B before year-end should be red flagged to check for legitimacy. The

handout looks at the count of vehicles in each code and compares each month to the baseline count (July) to see if and when there are significant changes in the count per code. The Concept Iteration may be used to show the auditors we have a tool in place to track changes in utilization. The Utilization Report allows you to look at a particular vehicle and see where it is for utilization. If an agency makes changes to a utilization code, that agency must keep a record of why the utilization was changed just in case questions are raised. SFM will facilitate in CARS the documentation on utilization changes by setting up a text box or a pull down with options or possibly both to track utilization changes. Utilization should be based on the function of the vehicle not the mileage driven. The system that is in place is the most beneficial for the majority of vehicles. July is the time to make sure every vehicle is assigned the correct utilization code for the vehicle use. The reports on utilization are for agency/SFM monitoring purposes. SFM must send an end of the year report per the statutory requirement. Everyone has peak and off-peak times for vehicle use. What is the projected count of underutilized vehicles as of April 14, 2004? The count is 339 underutilized vehicles out of 5562. Some of these vehicles may be exempt from the count – 1-ton or above, certain body types, delayed turn-in, seasonal, donated, confiscated or vehicles that have been assigned less than a year. Statute changes have been submitted and signed to use the new utilization mileages.

Year to date mileage for last month was down 3.3% now it is 1.5 % - Statewide.

## **Presentation**

Tentative ideas – lease line and budget reconciliation for the next meeting. How the process works. Upcoming presentation ideas; COP's, Commuting, vehicle care and employee evaluations, identifying replacements and disposal. Sign up sheet for Agency presentations being passed around.

## **Operations**

- Turn-In Requirements – 40% of the vehicles being turned in to SFM are in compliance. Those that are not compliant are not removing decals, light bars, radios, being returned reasonably clean or getting emissions if in the zone. At the moment SFM is able to do these things, but this may change in the future. An emission test is required for turn-in, if the vehicle came from an emission area within 14 days of turn-in. The test needs to be an “enhanced” not “basic” test. If a vehicle is reassigned with emergency lights and push bumper, these need to be removed before being sold. It was asked if it would be more economical to have an emission test site at Fleet. This would be very expensive, staff, equipment and licensing. If SFM becomes less able to assist with the turn-in requirements there may be an administrative fee charged to the agency turning the vehicle in.
- Pre-Paid – SFM recognized there is an advantage to pre-paid, grants etc. One issue that has come to SFM's attention is if a vehicle has been pre-paid, but the program gets cancelled, the vehicle will be turned into SFM for sale or

reassignment. If the vehicle is reassigned, SFM will pay the original agency the NADA loan value and reassign the vehicle to another agency with payments. Currently there is no prohibition on pre-paid vehicles with reasonable justification such as a grant, and the agency provides appropriate budgetary authorization. If you pre-pay a vehicle and it is wrecked there is no collision insurance. SFM covers the balance remaining on the wrecked vehicle. Collision insurance may be purchased by an agency through Risk Management. SFM will do research report on collision insurance from Risk.

- Short-Term Assignments – Inventory is very low. SFM has a used vehicle vendor in place that won the bid. If a situation arises where a SFM does not have a suitable, serviceable vehicle, and an agency has both funds and authorization for a short or long term replacement or addition, SFM may be able to meet the need by purchasing a used vehicle. SFM is also working on getting a leasing company bid in place.
- Accidents/Theft – Newer vehicles have an on-board computer built in (black box). The computer can be used to validate a warranty, for example if the vehicle was driven at excessive speeds and the engine is blown. It can also be used for or against you in a lawsuit or an accident. Some concerns with the built in computer are “who owns the information”? SFM does not pay for repairs to vehicles owned by citizens involved in a wreck with an SFM vehicle. Risk Management would handle this claim and payment.

Thefts occur more during spring break and summer months. One proposal would be to mandate that vehicles parked at certain locations would be required to subscribe to the “Watch My Car Program” which is free. They give you decals for the rear window of the vehicle, and if the vehicle is out during certain hours of the night it gives any police officer the right to pull a vehicle over and ask for a State ID. It may help deter thefts. SFM cannot mandate this, but the MVAC can say this sounds like a good idea and put a little more accountability on some departments. SFM would also like to suggest on an individual basis if a vehicle is stolen from a certain area once that a “Club” be purchased for that vehicle. The cost is approximately \$50 from Pep Boys. SFM would pay for the purchase. The average cost of theft recovery for a “joy ride” is \$1200 plus the missing/repair time. SFM will have more detail and follow up at the May 2004 meeting.

- Web Update – Fuel card requests/entry address for location. Make sure the address is correct. If the address is incorrect you need to enter the correct address. Question: Should you need to type it in every time, or check the pull down for correct address? If an address is wrong email to Terry Sisneros. For the purpose of the fuel card they may all need to be done manually since it may go to addresses other than the office address. Also, put the name of the person receiving the card not the person ordering the card, unless it is the same. Going forward for other reports it would be better to have the pull down. The navigation of the home page has been changed. In “About SFM” the document “Getting Started” is a reference section for Fleet.

The meeting was adjourned at 11:10 am. The next meeting will be held on May 12, 2004, 9:00 am at the Division of Wildlife, 6060 Broadway.